

FEDERAL DEPOSIT INSURANCE CORPORATION

Division of Compliance and Consumer Affairs

Project Opportunities as of March 6, 1998

Contact: Joan Faith (202) 942-3779; Internet: JFaith@fdic.gov
(Visit DCA's homepage at: <http://www.fdic.gov/consumer/index.html>)

Project # WN-01 (WEL and New Leader participants) Electronic Banking in DCA

Project Objective:

Assist in the implementation of DCA's electronic banking strategies and initiatives.

Knowledge, Skills, and Abilities:

Program analysis; good oral and written communication skills; ability to develop and implement new policies and procedures; ability to develop and deliver presentations; demonstrates creativity and initiative. Knowledge of Word required. Knowledge of PowerPoint presentation software desirable but not mandatory.

Role of Participant:

The candidate will have a role in implementing strategies to educate DCA staff on new banking technology, to develop compliance guidelines responsive to emerging technology, to promote public understanding of new banking technology and related consumer protections and deposit insurance, and to assess the affect of electronic banking on consumer protections. This assignment will include research to prepare a situation analysis and revise the divisions electronic banking strategic plan, work on a public education program, and meet with national consumer and community organizations.

Location of Work: Washington, D.C., with some short visits to selected Regional/Field Office locations.

Timing: Begin ASAP, for a minimum of 90 to 120 days, with 60 days stint per individual.

Supervision: The participant will report to the Special Assistant to the Deputy Director.

More Information: Contact John M. Jackwood at 202-942-3854.

PROJECT # WL-02: (WEL participant)
Creating an Operations Procedure Manual

Project Objective:

Assisting DCA's Chief, Administrative Management Section, in designing, developing and implementing an Administrative Operational Procedures Manual for the Division. Also design a divisional central filing system for all functional areas that is consistent with the corporate and divisional records retention policy.

Knowledge, Skills, and Abilities:

Good oral and communication skills, background in corporate administrative requirements, prior experience in operational manual design, development, and implementation activities..

Role of Participant:

DCA project leader.

Location of Work: Washington, DC., with coordination among DOA, DOS and DCA Regional and Field Offices.

Timing: As soon as possible - part of an ongoing effort to ensure effective administrative controls for all staffers within the division.

Supervision: Participant will report to DCAs Associate Director, Operations Branch.

More Information: Contact Jim Deveney (202) 942-3096.

PROJECT #WE-03: (WEL/EPP participant)
Striving for Consistency with CRA

Project Objective:

Under the revised CRA examination procedures we are evaluating banks based on performance rather than process. The purpose of this revision was to provide greater objectivity and consistency. However, we are hampered by a lack of data, and examiners are not always certain what "numbers" constitute "satisfactory" or "outstanding" performance. This lack of data and lack of knowledge of potential existing data is also problematic in our evaluations of strategic plans, and requests for limited and wholesale designations. In addition, better instruction is necessary on how to present conclusions based on the data in a streamlined and efficient format.

The EPP/WEL/New leader project participant would explore existing FDIC information resources such as Compliance and S&S examinations, UBPR's, and Reports of Condition and Income to determine what information might be useful in routine CRA examinations or in the analysis of strategic plans, develop queries to extract this information, and develop a program to train examiners and Regional Office personal in their use.

Knowledge, Skills and Abilities:

The participant should have, or develop, a detailed knowledge of the revised CRA regulation, Safely and Soundness reports, UBPR's, Reports of Condition and Income, FDIC database design, and structured query language. The participant should also possess good communication skills.

Location of Work: This project could be done at a Regional Office location or in Washington, DC.

Timing: ASAP with length of detail negotiable.

More Information: Robert Mooney, Senior Fair Lending Specialist, 202-942-3378.

PROJECT # WL-04: (WEL participant)
Creating a Reference Guide for Banks

Project Objective:

Assigned to the Chicago Region, completion of a reference product for banks. This product will contain information such as:

- most common violations noted at compliance examinations (detailed description of the violations.)
- law or policy changes in the area of compliance
- regulatory procedural changes a bank may expect at examinations, based upon the law changes
- actions the bank should take based upon the law changes
- identification of the Regional Office structure, noting roles and responsibilities and to whom questions or concerns may be directed
- specific analysis of the Community Affairs Program, with a description of its role, particular benefits to banks, why it exists, availability as an advisory source, expert, etc.

Knowledge, Skills and Abilities:

Good oral and written communications skills, and conceptual thinking ability.

Role of Participant:

The participant would take charge of the project and would need to interact with senior management and a variety of support staff to accomplish this goal. The project may serve as a model for a nationwide effort by the FDIC.

Location of Work: Chicago Regional Office, Chicago, IL.

Timing: ASAP for 120 - 180 days, with 60 days stint per individual.

Supervision: Participant will report to the Regional Director or Deputy Regional Director, Chicago.

More Information: David K. Mangian, Regional Director (312) 382-7550 or Deputy Regional Director L. Ray Jackson (312) 382-7586.

Project # WL-05: (WEL participant)

Develop the prototype for an automated Information Clearinghouse for examiners on the new CRA and institute it.

Project Objective:

To establish a central point of information accessed by e-mail or telephone audit whereby an examiner during an exam can pose questions and get answers concerning the new CRA procedures. These Q & As could then, through this clearinghouse framework, be disseminated to all examiners in the region on a regular basis.

Knowledge, Skills, and Abilities: Good oral and written communication skills. Ability to think conceptually.

Role of Participant: Project leader.

Location: Division of Compliance and Consumer Affairs, Chicago Regional Office.

Timing: ASAP with length of detail negotiable.

More information: Contact David K. Mangian, Regional Director at (312) 382-7550.

Project # WN-06 - (WEL/New Leader)

Project to develop an Internet Basic Directory for various informational sources to aid examiners in easily determining and finding relevant information.

Project Objective:

Develop an Internet Basic Directory for various informational sources to aid examiners in easily determining and finding relevant information.

Knowledge, Skills, and Abilities:

The participant should have a working knowledge of the Internet. The participant should also have good oral and written communication skills.

Location: Dallas Regional Office.

Timing: ASAP -30-45 days.

Contact: Ernest A. Clark, Acting Regional Director (214) 220-3342.

Project # NL-07 - (New Leader participant)

Project to update Community Affairs files and library with the goal of improving the distribution of information to field examiners.

Project Objective:

Update Community Affairs files and library with the goal of improving the distribution of information to field examiners.

Knowledge, Skills, and Abilities:

The participant should have a working knowledge of the Internet. The participant should also have good oral and written communication skills.

Location: Dallas Regional Office.

Timing: ASAP - 30-45 days.

Contact: CAO Eloy Villafranca (214) 220-3342.

Project # NL-08 (New Leader participant)

Creating a Tool for Information Technology

Project Objective:

To identify and create a listing of the best sources of outside information (internet sites, periodicals and others) for our information technology staff and efforts. To evaluate the value and usefulness of already identified sources to our Information Technology staff and the Division. The focus is on emerging technologies, issues, measuring performance, and awareness of best practices in the automation area.

Knowledge, Skills and Abilities:

Good analytical, interpersonal, organizational and communications skills. Knowledge of internet and general automation issues.

Role of Participant:

Interface with various individuals, senior management, Information Technology staff, and various Regional Managers to complete this project. Also interact with FDIC's Corporate library staff as a resource.

Location of work: Washington, DC., Division of Compliance and Consumer Affairs.

Timing: ASAP for 30 days.

Supervision: Participant will report to the Sr. Information Management Analyst, Operations Branch.

More information: Sally McCormick, Sr. Information Management Analyst at 202-942-3154.

**Project # WN-09 (WEL/New Leader participant)
Improving the SOI Process for DCA**

Project Objective:

Review DCA Expression of Interest (EOI) process to identify improvements and formalize the process. This should involve interviews with Operations Branch staff responsible for administering the program, program managers who request the detailees, Regional Directors, Field Office Supervisors, and Washington management who manage the resources. The results of such interviews should be recommendations for improvements and written procedures for administering the program.

Knowledge, Skills and Abilities:

Good oral and written communications skills, analytical ability, good organizational skills to plan and execute the project, and ability to work independently and with minimal supervision.

Role of Participant:

Project Leader reporting to Chief, Administrative Management Unit.

Location of work: Washington, DC., Division of Compliance and Consumer Affairs.

Timing: As soon as possible. Detail length negotiable.

More information: Joan Faith, Chief, Administrative Management Unit at (202) 942-3779.

**Project # NL-10 (New Leader participant)
Planning Community Outreach Program in Dallas**

Project Objective:

Assist in planning and preparation for a two-day banker/consumer outreach program in Dallas. The preparation will include interaction with the Community Affairs Assistant and other Community Affairs and Regional staff on issues such as site selection, site arrangements, developing a list of potential invitees, developing/preparing/ mailing of invitations, ,establishing and maintaining the invitees list, assisting in the development of the agenda and other details of the program.

Knowledge, Skills and Abilities:

Good oral and written communications skills, good organizational skills to plan and execute the project, and ability to work independently and with minimal supervision.

Role of Participant:

Project Assistant reporting to the Community Affairs Officer, Dallas Region.

Location of work: Dallas, Texas; Division of Compliance and Consumer Affairs.

Timing: Outreach program is scheduled for June 1998. Detail would begin no later than April 1, 1998. Length of detail negotiable.

More Information: Eloy Villafranca, DCA Dallas Regional Community Affairs Officer at (972)761-8010.

Project # WL-11 (WEL participant)
Exploring Cable TV for Outreach Efforts

Project Objective:

Researching the feasibility of using Cable Access Television for Consumer/Community Affairs outreach efforts. Participant would identify cable Access resources, assist in developing Consumer/Community Affairs program materials and outlines, schedule Consumer/Community Affairs programs on Cable Access Television.

Knowledge, Skills and Abilities:

Good oral and written communications skills, good organizational skills to plan and execute the project, and ability to work independently and with minimal supervision.

Role of Participant:

Project Leader reporting to the Community Affairs Officer, Dallas Region.

Location of work: Dallas, Texas; Division of Compliance and Consumer Affairs.

Timing: As soon as possible with opportunity for multiple details due to the complexity of the project. Length of details negotiable.

More Information: Eloy Villafranca, DCA Dallas Regional Community Affairs Officer at (972)761-8010.

Project # WN-12 (WEL or New Leader participant)
Assisting the National Training Coordinator

Project Objective:

Assisting the DCA Acting National Training Coordinator in administering various DCA Training Programs and initiatives. Project requires significant written and oral communication with Washington and Regional management, Washington and field staff, and various divisions of FDIC. Assignment may include preparation of briefings, analysis of training hours, developing proposals for training implementation plans and other duties.

Knowledge, Skills and Abilities:

Good oral and written communications skills, organizational skills, and ability to work

independently and with minimal supervision.

Role of Participant:

Project Assistant reporting to the Acting National Training Coordinator.

Location of work: Washington D.C; Division of Compliance and Consumer Affairs.

Timing: April 1, 1998 with opportunity for multiple details through March 1999. Length of details negotiable.

More Information: James Deveney, DCA Associate Director of Operations at (202) 942-3096.

**Project # WL-13 (WEL participant)
Educating “Unbanked” Communities**

Project Objective:

To inform unbanked households in low- and moderate-income groups about the benefits in using the services of insured depository institutions, and about the consumer protection and fair lending laws that exist to protect their interests. To provide educational information about money, banking, and promote an understanding and confidence in the Federal Deposit Insurance System.

Knowledge, Skills and Abilities:

Ability to meet and deal effectively with Corporation managers, as well as officials of other government agencies, community-based organizations, and financial institutions. Strong oral and written communication skills, and public-speaking abilities.

Role of Participant:

The participant(s) will work closely with the NYRO Community Affairs Officer to develop a plan for implementing the COPS Project (Educating “Unbanked” Communities) in the NY region. Activities will include identifying and leveraging resources with external groups by developing partnerships with private corporations, government agencies, banks, consumer groups, and trade associations to meet the stated goals and objectives.

Location of work: Division of Compliance and Consumer Affairs, New York Regional Office, with possible travel within the region.

Timing: one participant for 60-90 days. April 5, 1998 through July 3, 1998.

More Information: Valerie Williams, Community Affairs Officer (212) 704-1245

Project # WL-14 (WEL participant)
Developing Regional Office Manual

Project Objective: This project would be to develop a regional office review manual by incorporating various outstanding regional directives and memoranda into a written manual to provide guidance to staff and visiting review examiners. The participant will develop a written manual that details standard operating procedures and guidelines for reviewing reports, handling correspondence and telephone calls, consultations, appeals, DOJ referrals, and various regional reporting requirements.

Knowledge, Skills and Abilities: The participant should have good oral and written communications skills and strong organizational abilities. The participant will be required to have or acquire a strong knowledge of the compliance examination function.

Role of Participant: Team Leader in developing this manual.

Location: Division of Compliance and Consumer Affairs, New York Regional Office

Timing: ASAP, with duration of 60 days

More Information: Alice E. Beshara, Deputy Regional Director (212)704-1230

Project # EP-15 (EPP participant)
Bank Information Tracking System (BITS) and Compliance Statistical System (CSS)
Redesign Project

Project Objective: To ensure the success of concurrent system design efforts for 2 high profile DCA automation projects.

Knowledge, Skills and Abilities: The participant should have good oral and written communications skills and strong organizational abilities. Knowledge and experience (if possible) in DCA's examination process, procedures, and applicable rules and regulations. The participant will be required to have or acquire a strong knowledge of the compliance examination function. Basic computer proficiency. Ability to test automation products and report results. Ability to work closely with team members.

Role of Participant: Serve as a Field Project Manager (FPM). Work with DCA Washington Office Project Manager to ensure adequate coverage, coordination and resource sharing between the BITS/CSS redesign efforts and the Structure redesign efforts. Field Project Manager will be expected to interface with other FDIC Divisions such as DOS and DIRM. The FPM will co-lead the user group, coordinate and communicate with DCA Senior Management, Regional Office and

Field Office personnel to ensure project results will support divisional needs. The FPM may be called upon to update DCA Senior Management on project issues via formal presentations at meetings or through video teleconferences.

Location: Division of Compliance and Consumer Affairs, Washington D.C.

Timing: June 8 through September 4, 1998.

More Information: Gina Luckenbill, Information Management Analyst at (202 942-3088).

**Project #WE 16 (WELP or EPP participant)
Educating Cash Consumers (COPS Project)**

Project Objective: Develop and implement strategies to inform cash consumers about the benefits inherent in using the services of insured depository institutions.

Knowledge, Skills, and Abilities: Research and analysis skills; excellent oral and written communication skills; ability to develop and deliver presentations; demonstration of creativity and initiative. Knowledge of WP and graphics software required.

Role of Participant: The candidate will play a critical role in fleshing out strategies developed by COPS committee members for this project. These strategies may include assisting trade associations in collecting, analyzing, and publicizing the best practices of financial institutions that have reached out to cash consumers; partnering with national organizations and government agencies to define and refine the message that will be distributed to “unbanked” households; conducting focus groups and roundtable discussions to surface additional obstacles the Corporation faces in disseminating information to this population.

Location of Work: Washington, D.C.

Timing: Begin ASAP, for a minimum of 90 to 120 days

Supervision: The participant will report directly to the Associate Director, but will work closely with the Project Leader

More Information: Contact John Kotsiras at 202-942-3079

**Project # WE 17 (EPP or WELP Candidate)
Y2K Public Awareness Campaign**

Project Objective: The primary objective of FDIC’s Year 2000 Public Awareness Campaign is to maintain public confidence in the safety and stability of FDIC-insured financial institutions by:

1. Informing bank and thrift supervision customers about the Year 2000 challenge, how the problem could affect them, and the steps being taken by federal regulators and insured financial institutions to minimize and control the impact of these problems on FDIC-insured institutions and customers.
2. Reassuring depositors that their funds at FDIC-insured institutions are protected up to \$1000,000 against loss in the unlikely event the Year 2000 problem results in the failure of an insured financial institution.

Knowledge, Skills, and Abilities: Basic knowledge of deposit insurance rules, FDIC resolution procedures; good research and analytical skills; creativity; interpersonal skills. Also helpful, but not required: experience or background in public relations, public affairs, marketing and/or advertising. Knowledge of WP.

Role of Participant: The candidate will assist the Y2K Public Awareness Committee in carrying out several identified strategies as part of the FDIC's campaign. These include helping to prepare press releases, drafting and publicizing a brochure on the Y2K issue and its impact upon consumers, placing pertinent information about the topic on the Internet, and training staff to appropriately respond to public inquiries.

Location of Work: Washington, D.C.

Timing: Begin ASAP for a minimum of 90 to 120 days.

Supervision: The participant will report to the Associate director, but will work closely with the Project Leader.

More information: Contact Kathleen Nagle at 202-942-3662.

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